

## Material Evaluation Procedure and Policy

*An informal primer for prospective distributors, manufacturers, and their representatives.*

**Figure out what kinds of things we buy.** We generally cannot spend time browsing through manufacturers' catalogs looking for things that they might wish to sell us; that is the job of the manufacturers and their sales forces.

If a certain type of part is not in our Stock Catalog, which lists about 5,000 stock items, we do not regularly stock it. Our tool rooms and substation people do buy some non-stock material, but the Standards Office is not involved in those purchases.

Our distribution system has higher voltages and higher fault currents than that of many other utilities. We do not buy or use any regulators, reclosers, or in-line disconnects. Our underground distribution system is truly underground for the most part, and submerged in water. We do not buy very many pedestal or padmounted components.

You may view and print pages from our Stock Catalog and Material Standards online at our Web site:

**[www.seattle.gov/light/engstd](http://www.seattle.gov/light/engstd)**

Bound copies of our books are available from FedEx Kinko's. Follow the "Standards in Print" link on our Web site in order to learn how to purchase them, or go directly to:

**<https://docstore.kinkos.com/seattlecitylight/>**

**Figure out whether or not your product meets our specifications.** If you see in the Stock Catalog listing a reference to a "Matl. Std." or a "C. L. Spec." followed by a number with 4 digits before a decimal point and one or more following numerals, then you must read that Material Standard, also available online. Please make sure that your product meets all specifications. If not, you are simply wasting your time and probably irritating our evaluator(s).

If you think you have something that meets our existing requirements, or if you believe that you have a novel item that will save us time or money but which does not match up to any of our existing items, then we will consider it. We request that you submit a sample to Standards along with a Material Evaluation form. Fill out a form for each City Light stock number for which you wish approval. Please also supply us with a list of other electric utility users, with the names and telephone numbers of individuals.

It is requested that you **always contact someone in the Standards Office before you come in** and try to set up a mutually agreeable date and time. If you arrive without an appointment you might find that no one is here. Please do not contact our field personnel or other City Light employees unless it is at our request.

All chemical products must be accompanied by a MSDS.

Our evaluation may include a review of technical and test data, visual inspection of the item, discussion in Standards Committee(s), field evaluation by electrical workers, inquiries to other utilities, and laboratory testing. Some items require approval by our Environmental or Safety Units. The process may take several months. You will be informed of our decision at the end of the process.

As do several other area electric utilities, we generally do not re-evaluate items that have failed testing or have otherwise been rejected or removed from approval until a period of five (5) years has elapsed. Any exceptions to this policy are at our sole discretion.

The above is but an informal summary of the procedure here. Procedures may vary depending upon the item, e.g., we don't want you to bring a sample of a padmount switch or a utility pole into our office. Sometimes we list items in our Stock Catalog and/or Material Standards that have almost no usage, and it may be determined that is neither worth your time nor ours to go through the evaluation process. You are welcome to contact Standards or Material Control to inquire about our annual usage for any particular Stock Numbers.

You may always phone or e-mail to ask questions. The Standards Office tries to be helpful and fair, and we endeavor to approve as many qualified suppliers of products as is practical.

June 25, 2004

# Seattle City Light Standards

Jorge Carrasco, Superintendent  
Gregory J. Nickels, Mayor



## Material Evaluation

Manufacturer \_\_\_\_\_ Mfr's. Cat. No. \_\_\_\_\_

Seattle City Light Stock Number..... \_\_\_\_\_

Material Standard ..... \_\_\_\_\_

Construction Guideline(s) \_\_\_\_\_

Description of item/application

\_\_\_\_\_

Material Safety Data Sheet Required and Attached \_\_\_\_\_

Estimated price \$ \_\_\_\_\_ per \_\_\_\_\_ Usual delivery time \_\_\_\_\_

Manufacturer's Representative: Name .... \_\_\_\_\_

(You may attach business card)

Firm ..... \_\_\_\_\_

Address. \_\_\_\_\_

\_\_\_\_\_

Tel..... \_\_\_\_\_

Fax ..... \_\_\_\_\_

e-mail.... \_\_\_\_\_

*This portion for Seattle City Light use only*

Date Received \_\_\_\_\_ Date to field reviewer \_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Date review completed \_\_\_\_\_ by reviewer \_\_\_\_\_

\_\_\_\_\_

*This portion for Standards use only*

Approved? Yes \_\_\_\_ No \_\_\_\_ by Standards Engr. \_\_\_\_\_

Additional comments/reason if not approved \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date mfr's. rep. notified \_\_\_\_\_

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